



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Banking and Finance Credit Union Supervision Division 148 International Boulevard, N.E. Suite 640 Atlanta, Georgia 30303	Application Number	16-A
Application Number		Date Received	Date Completed
		APR 24 1981	MAY 18 1981
2. Person to Contact Reece V. Morris		Working Title Deputy Commissioner for Administration	
		Telephone Number 656-2050	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 16 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest		5. Records Series Title (followed by title used in office; if different) Credit Union Liquidation/Conversion Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Liquidation of Credit Unions-both voluntary and involuntary			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Correspondence, Audits, Court Records, Report of Examination. Included are:			
File is arranged: File is arranged alphabetically by name of city; thereunder alphabetically by name of credit union.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	3	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Completed Liquidation then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Reed V. Morris</i>	4-22-81		

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	5-11-81
Secretary of State/Designee	<i>Carroll Hunt</i>	5-7-81
Attorney General/Designee	<i>[Signature]</i>	5-15-81

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



Department of Banking and Finance

148 International Bldg., N.E.

Suite 640

Atlanta, Georgia 30303

E. D. "JACK" DUNN
COMMISSIONER

ROBERT M. MOLER
DEPUTY COMMISSIONER

April 22, 1981

Ms. Mary Hall
Head, Scheduling Section
Records Management Division
330 Capitol Avenue
Atlanta, Georgia 30334

Dear Ms. Hall:

This will conform Appl. No. 16 with Appl. No. 17 (amended in late 1979) which covers a similar record for banks.

Please amend our Records Disposition Standard for: Appl. No. 16 Credit Union Liquidation Files (Page 102, Publication No. 79-RM-5) by deleting the following, "hold in current files area 10 years; then destroy" and inserting in lieu thereof the following "then transfer to State Records Center; hold 3 years; then destroy.

Your cooperation with this change will be greatly appreciated.

Sincerely,

A handwritten signature in cursive script, reading "Reece V. Morris", is written over the typed name.

Reece V. Morris
Deputy Commissioner
for Administration



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date SEP 3 1971		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed SEP 10 1971 16 SEP 23 1971	
2. Agency Application No. 2-CU		3. AGENCY, Division, Subdivision & Administering Office Address Department of Banking 122 State Capitol Atlanta, Georgia 30334		4. Person to Contact W. M. Jackson	
				5. Working Title Supt. of Banks	6. Tel. No. 656-2050
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1920 to Date		9. EXACT SERIES TITLE Liquidated Credit Unions <i>Files</i>			
10. What function performed resulted in creation of this series Liquidation of Credit Unions-both voluntary and involuntary.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Correspondence, Audits, Court Records, Report of Examination.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		7	14	Nominal	
Legal-size File Drawers				Nominal	
				In Office(s)	
				13	
				In Storage Area(s)	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				2-3 times month Rarely	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what?
Yes, only as to any liquidations which might remain open, afterwards no, except to provide reference to future inquiries. ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept NONE years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER When liquidation is completed, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area month(s) / 10 year(s), then:
- 1 ☒ Destroy.
- 2 ☐ Transfer to records center; hold year(s), then:
- a ☐ Destroy.
- b ☐ Transfer historical material to Archives; destroy remainder.
- 3 ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by <i>Robert M. Miller</i>	Recommendations prepared by W. M. Jackson	Approved for Division Date W. M. Jackson 9-3-71	Records Management Officer Date <i>Robert M. Miller 9-3-71</i>
Recommendations in Paragraph 25 are: none	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>W. M. Jackson</i>	Date 9-3-71
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hart</i>	Date 9-9-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Ben H. Stanton</i>	Date 9-13-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date 9-20-71

31-07



DEPARTMENT OF
ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334
DIRECTOR 656-2338
INFORMATION 656-2381
AREA CODE 404

September 23, 1971

SUBJECT: Records Disposition Standard

TO: Department of Banking

ATTENTION: ROBERT MOLER, RMO

I. Enclosed (are) (4s) approved Records Disposition Standards for the following files:

Liquidated Credit Union Files
Bank Liquidation Files
Bank Supervision Files
Credit Union Supervision Files

2. The following actions will be taken to implement the approved standard:

- a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:**
Liquidated Credit Union Files, 1920 to Date: Cut off when liquidation is completed, hold in current files area 10 years, then destroy.
- b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.**
- c. Report surplus files equipment to this office.**

3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).

John F. Dunn
State Records Management Officer
Archives and Records Building
Atlanta, Georgia 30334

**Enclosures: 1. AR-50-71, Form for Disposition Standards
2. Labeling Procedures**